

MODULE 11

INCIDENT & EVENT PLANNING

MODULE OVERVIEW

- Importance of planning
- Essential Incident Action Plan elements
- The planning process

MODULE OVERVIEW

- **Planning for incident demobilization**
- **Developing the Incident Action Plan**

MODULE OVERVIEW

- List the major steps involved in the planning process
- Identify the ICS titles of those responsible for developing the Incident Action Plan, and list their duties

MODULE OVERVIEW

- **As part of an exercise:**

- ❖ **Identify incident objectives for a simulated scenario**
- ❖ **Describe appropriate strategies and tactics to meet incident objectives for a simulated scenario**

MODULE OVERVIEW

- Explain the use of operational periods in the planning process, and how they are derived
- Explain the function of the (ICS215) Operational Planning Worksheet
- Explain the function of other forms which may be used in preparing the Incident Action Plan

MODULE OVERVIEW

- Explain what criteria determines when the Incident Action Plan should be prepared in writing
- Identify the kinds of supporting materials included in an Incident Action Plan

MODULE OVERVIEW

- List the major sections in a Demobilization Plan
- As part of a group exercise, develop an Incident Action Plan for a simulated scenario

WRITTEN INCIDENT ACTION PLANS

ARE REQUIRED WHEN:

- Two or more jurisdictions are involved
- Overlap another operational period
- Organizational elements activated
- As required by agency

WRITTEN INCIDENT ACTION PLANS PROVIDE

- Clear statement of objectives and actions
- Basis for measuring work and cost effectiveness
- Basis for measuring work progress and for providing accountability

WRITTEN INCIDENT ACTION PLAN

- The Incident Commander decides on use of a written Incident Action Plan



FACTORS AFFECTING LENGTH OF AN OPERATIONAL PERIOD

- Length of time available/needed to achieve tactical objectives
- Availability of additional resources
- Future involvement of other jurisdictions and/or agencies

WRITTEN INCIDENT ACTION PLANS

INCIDENT ACTION PLAN ESSENTIAL ELEMENTS:

- Statement of objectives
- Organization

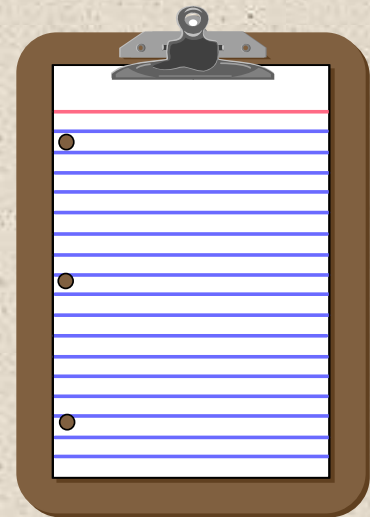
WRITTEN INCIDENT ACTION PLANS

INCIDENT ACTION PLAN ESSENTIAL ELEMENTS:

- Tactics & resource assignments
- Support plans
 - Traffic
 - Communications
 - Medical
 - Others as needed

INCIDENT OBJECTIVES FORM (ICS 202)

- Incident name
- Date/time prepared
- Operational period
- General objectives
- Weather forecast
- Safety message
- Attachments



ORGANIZATION ASSIGNMENT LIST

(ICS 203)

DIVISION ASSIGNMENT LIST

(ICS 204)

INCIDENT COMMUNICATIONS PLAN

(ICS 205)

MEDICAL PLAN

(ICS 206)

ESSENTIAL STEPS IN INCIDENT ACTION PLANNING

- Understand the situation
- Establish incident objectives and strategy
- Develop tactical direction and assignments

ESSENTIAL STEPS IN INCIDENT ACTION PLANNING

- Prepare the plan
- Implement the plan
- Evaluate the plan

UNDERSTAND THE SITUATION

- What has happened?
- What progress has been made?
- How good is the current plan?

UNDERSTAND THE SITUATION

- What is the incident growth potential?
- What is the present and future resource and organizational capability?

ESTABLISH INCIDENT OBJECTIVES AND STRATEGY

INCIDENT OBJECTIVES SHOULD BE:

- **Attainable**
- **Measurable**
- **Flexible**

DETERMINE TACTICAL DIRECTION



**Incident
Objectives**

**Strategy To
Achieve
Objectives**

DIVISION A

**Tactics
Resources
Assignments**

DIVISION B

**Tactics
Resources
Assignments**

DIVISION C

**Tactics
Resources
Assignments**

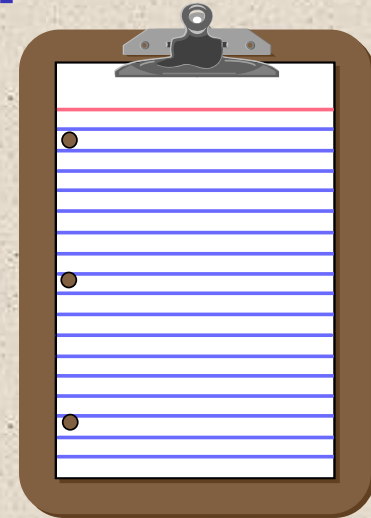
ESSENTIAL ELEMENTS IN AN ORAL INCIDENT ACTION PLAN

THE INCIDENT COMMANDER WILL INCLUDE:

- Incident Objective(s)
- Strategy (one or more)
- Tactics
- Assignments

MAJOR ELEMENTS IN A WRITTEN INCIDENT ACTION PLAN

- Incident Action Plan
- Objectives
- Organization
- Assignments
- Support plans
- Any other relevant information



THE INCIDENT PLANNING PROCESS

- Prepare for planning meeting
- Conduct planning meeting
- Order and obtain required resources
- Conduct operational period briefing (repeat as required)

EFFECTIVE PLANNING MEETINGS

IMPORTANT CONSIDERATIONS:

- All participants must come prepared
- Strong leadership must be evident
- Agency representatives must be able to commit their agencies
- Adhere to the planning process
- No radios, cell phones, etc.

PLANNING MEETING CHECKLIST

No.	ACTIVITY	PRIMARY RESPONSIBILITY
1	State Incident Objectives -Policy Issues	Incident Commander
2	Give Situation & Resource Briefing	Planning Section Chief
3	State Primary & Alternate Strategies	Operations Section Chief
4	Designate Branch, Division, Group Boundaries & Functions As Appropriate	Operations Section Chief
5	Describe Tactical Operations & Tactics	Operations & Planning Section Chief

PLANNING MEETING CHECKLIST

No.	ACTIVITY	PRIMARY RESPONSIBILITY
6	Make Tactical Resource Assignments	Operations, Planning & Logistics Section Chiefs
7	Facilities and Reporting Locations	Logistics Section Chief
8	Resources, Support and Overhead	Planning & Logistics Section Chiefs
9	Support Plans - Comm, Med, Traffic	Planning Section Chief/ IC
10	Finalize, Approve & Implement the Plan	IC and General Staff

FORM #	NAME	PREPARED FOR PLAN BY:
202	Incident Objectives	Incident Commander
203/207	Organization List/Chart	Resources Unit
204	Division Assignment Lists	Resources Unit/Planning Recorder
205	Communications Plan	Communications Unit
206	Medical Plan	Medical Unit
220	Air Operations Summary	Air Operations Branch Director
None	Traffic Plan	Ground Support Unit
None	Safety Plan	Safety Officer
None	Map	Situation Unit
None	Demobilization Plan	Demobilization Unit

IMPLEMENTING THE PLAN

■ Smaller incidents

- ❖ Oral briefing by the IC
- ❖ Incident Briefing Form (ICS 201) may be helpful

■ Larger incidents

- ❖ Require written Incident Action Plan
- ❖ General Staff will implement the plan

EVALUATING THE PLAN

- Does the plan accurately reflect the current situation?
- Monitor progress against planned tactical operations
- Make adjustments as required

INCIDENT DEMOBILIZATION PLAN

DEMOBILIZATION
UNIT



CHECK OUT HERE



INCIDENT DEMOBILIZATION PLAN

MAJOR CONTRIBUTORS:

■ Planning Section:

- ❖ Has basic information on resources. Check-In List (ICS 211) and Incident Briefing Form (ICS 201) are important to this effort**

INCIDENT DEMOBILIZATION PLAN

MAJOR CONTRIBUTORS:

■ Liaison Officer:

- ❖ Knows terms of agreements involving use and release of other agency's resources**

INCIDENT DEMOBILIZATION PLAN

MAJOR CONTRIBUTORS:

■ Safety Officer:

- ❖ Considers physical condition of personnel, personal needs, and adequacy of transportation

INCIDENT DEMOBILIZATION PLAN

MAJOR CONTRIBUTORS:

- **Logistics Section:**

- ❖ **Handles transportation availability, communications, maintenance, and continuing support**

INCIDENT DEMOBILIZATION PLAN

MAJOR CONTRIBUTORS:

■ Operations Section:

- ❖ Knows continuing needs for various kinds of tactical resources

INCIDENT DEMOBILIZATION PLAN

MAJOR CONTRIBUTORS:

■ Finance/Administration Section:

- ❖ **Processes any claims, time records, and costs of individual resources which are a factor in determining release**

INCIDENT DEMOBILIZATION PLAN

MAJOR CONTRIBUTORS:

- **Agency Dispatch Center:**
 - ❖ Give high priority to timely return of resources

INCIDENT DEMOBILIZATION PLAN

MAJOR ELEMENTS:

- Demobilization policy and procedures
- Responsibilities
- Release priorities
- Release procedures
- Directory